

**Field Office Managers Meeting
Golden Field Office
June 13, 2000**

Rick Glass, AL
Robert San Martin, CH
Eric Schweitzer, DP
Merna Hurd, DS
Joe Malinovsky, EE
Ted Wyka, EH
David Michaels, EH
Dick Black, EH
Carolyn Huntoon, EM
John Arthur, EM
Frank Stewart, GFO
Richard Hopf, MA
Jim Powers, MA
Steve Smith, MA
David Klaus, MA
Rita Smith, MA

Tim Dirks, MA
Dean Smith, MA
Alice Murphy, NETL
Kathy Carlson, NV
Susan Brechbill, OH
Camille Yuan-Soo Hoo, OK
Leah Dever, OR
Brian Costner, OS
Paul Golan, RF
Barbara Mazurowski, RF
Keith Klein, RL
Dick French, ORP
Milt Johnson, SC
Joe Mahaley, SO
Greg Rudy, SR
Donald Horton, YMP

Frank Stewart, meeting co-host, was congratulated for the job done by him, EE, the GFO staff, and NREL, for the Monday tour of NREL facilities. EE Headquarters was complemented for having EE program managers on-site to explain the various facilities.

LONG TERM STEWARDSHIP (Post-Closure Stewardship)

- Susan Brechbill, OH, briefed the meeting on a set of “Guiding Principles for Long Term Stewardship” developed by the Ohio Field Office, which include:
 - Stakeholder and regulator involvement
 - Institutional controls
 - Funding
 - Review of remedies
 - Technology opportunities
 - Pooling resources
- Issues discussed include outplacement of Federal staff and maintenance of records over the long term.

IMPLEMENTING CONTRACTOR ACCOUNTIBILITY

Merna Hurd and Richard Hopf discussed the Secretary’s Contractor Accountability Initiative, including issuance of the Contract Administration Guide, and various Internal Management Improvements such as: developing SOPs for Performance Based Contracts and assessing contractor performance.

Subsequent discussion focused HQ and Field Office opinions regarding whether to utilize objective or subjective factors to determine contractor performance. Field Office Managers stressed that they were closest to contractors, and that a “one size fits all” approach to award fee decisions will not work.

SITE UTILIZATION AND MANAGEMENT PLANS

Richard Hopf briefed the meeting on a draft Acquisition Letter that would require HCAs to submit site management plans to HQ Procurement before soliciting for or issuing contracts. The AL would require that the plans would be coordinated with PSO’s, LPSO’s, and HQ senior management.

- Field Managers discussion covered Department’s need to do more strategic site utilization and management planning vs budget planning.
- Several Managers suggested that more LPSO involvement is important to raising the level of communication between Secretarial level officials and the Field.
- Ms. Hurd stated that such planning would be addressed at the next COO meeting. The June 2, 2000, Deputy Secretary memorandum on Roles and Responsibilities was cited frequently.
- There was significant push back that the proposed the Acquisition Letter was not in compliance with the June 2, 2000, memorandum issued by the Deputy Secretary that gave responsibility for long term planning/stewardship for the Field Office to the LPSO. It was felt that only the LPSO, in conjunction with the other PSOs could give an accurate long term view of what programs would invest in the site.

LABOR MANAGEMENT ISSUES (not on agenda; issue raised at meeting)

David Klaus discussed Department-wide labor management partnership. He stressed that the DOE - wide partnership would not supplant local labor management partnerships, and continued to strongly encourage local partnerships.

SAFETY MANAGEMENT

David Michaels provided status update on Worker Advocacy Program and pending legislation to protect workers.

- Integrated Safety Management - Program and field offices are to verify that ISM systems in place by Sept. 30. Discussion included the following points:
 - Field expressed need to have HQ champion; hold line managers accountable for ISM; ISM is process of continuous improvement; wanted to ensure field participation on review teams.
 - Ms. Hurd stated that HQ champion should be in EH.
- Performance Measures - Ted Wyka spoke regarding Performance Working Group - reports will be issued quarterly. Ms. Hurd raised issue of what performance criteria should be used.
- Part 830 rule. David Michaels and Brian Costner handed out latest draft of rule. Plan is to get out by end of July. Ms. Hurd asked for field comments and observations on rule. Discussion included the following points:
 - Field Managers noted that Price Anderson indemnifies contractors against catastrophic nuclear events, and questioned the need to include category 3 facilities under the rule.

- EH wants the penalties portion of the rule to be available protect DOE workers.
- Several Field Managers felt that inclusion of the full range of Price Anderson elements in the rule would dilute the focus on the most important nuclear incident elements of the rule.

The Field should submit comments on the latest version of the rule to EH through their LPSO. The Deputy Secretary will be briefed on the Category 3 issue prior to issuance of the rule.

WORKFORCE PLANNING

Tim Dirks briefed the meeting on rebuilding the DOE technical workforce. Points raised included:

- COO Council is reviewing critical R&D management staffing requirements.
- Field Managers will work together to share information regarding available skills and technical needs
- At the next Field Managers meeting, a segment of time will be devoted to designing a pilot program for succession planning including rotational assignments.
- Personnel flexibilities and authorities was discussed
- Revival of the SES candidate program was supported by the Field Managers.

SECURITY ISSUES

Joe Mahaley provided an overview of various security issues.

- Badges - two new formats: DOE and Office of Science Common Badge. No changes for DOE badge policy. SC common badge policy to be in place by end of year.
- Human Reliability Program - PAP/PSAP merged. HRP combines elements of both (random drug tests, polygraph, medical assessment, etc). Mahaley provided overview of categories of individuals subject to HRP.
- Foreign Travel - Order 551.1 being amended to include updated counterintelligence and security requirements. Changes respond to GAO report on travel to foreign countries. SO preparing Notice on unofficial foreign travel focusing on sensitive countries.

Field Managers had many question regarding the program's implementation, with funding priorities for security among them.

CLOSING

Next meeting will be held in Washington, DC in either August or September. A second day or separate meeting may be scheduled to allow Managers to discuss succession planning.

Managers were asked to submit future agenda topics to Jim Powers of MA-4, and to provide recommendations for when the "staffing needs/succession planning" meeting should occur.